

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2 ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 50 – COOPERATIVE RELATIONS

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Great Basin Coordinating Group

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Rocky Mountain Coordinating Group

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New Document(s):	NWCG HB_50	52 Pages
Superseded Document(s): by Issuance Number and Effective Date	NWCG HB2_50 (5109.34-2004-3, 04/12/2004)	49 Page

Digest:

51.7 Exhibits - Updates state agreements.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Miscellaneous Agreements Containing Incident Business Management Provisions

Equipment and operating personnel obtained from city, county or rural fire departments are normally ordered and reimbursed in accordance with existing cooperative agreements. The mechanics of each agreement vary considerably; however, there are a few general points to consider when dealing with these items.

1. The cooperative agreement normally specifies that the cooperator must be reimbursed for their costs. Government agencies, whether they are city, county, or rural, should not be in the profit making business. Outline these costs in the operating plan yearly and instruct the cooperator to carry the operating plan with them to an incident.
2. The rates established in chapter 20, RM/GB Supplement to the Interagency Incident Business Management Handbook are intended for private contractors and normally should not be used for cooperators.
3. The method of tracking equipment use for cooperators varies with each agreement. The preferred method is to complete an Emergency Equipment Shift Ticket, OF-297, for all equipment. The shift tickets are used for billing documentation.
4. Document Personnel time on an Emergency Firefighter Time Report, OF-288, and mark "Other" in Block 4. Give originals of the OF-288 to the agency representative.
5. Commonly city, county or rural fire departments have Federal Excess Personal Property (FEPP) available to assist on wildland fires. Equipment in this program is on loan from the Forest Service to the state, which in turn loans it to city, county or rural departments. This equipment can be identified by a small silver or yellow sticker, or plate, which states that it is federal property under the control of the Forest Service. This identification is normally found on the dashboard of vehicles and in prominent locations on other pieces of equipment. The renting of Federal Excess Personal Property is not authorized. Use charges should include only operating costs, (fuel and oil), operator costs if applicable, and possibly transportation costs. Charges should not include amortization, depreciation, replacement costs and related charges for the vehicle. Such charges may be appropriate for special equipment added to the loaned unit, such as tanks or pumps.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

6. Exhibits.

Exhibit 01 - Colorado State Forest Service (CSFS).

Exhibit 02 - Idaho Department of Lands (IDL).

Exhibit 03 - Nevada Division of Forestry (NDF).

Exhibit 04 - South Dakota Division of Resource Conservation & Forestry (SD RCF).

Exhibit 05 - Utah Department of Natural Resources, Division of Forestry, Fire and State Lands.

Exhibit 06 - Wyoming State Forestry Division (WSFD).

Exhibit 07 – Agency Specific Contacts.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 01

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

This information is a general outline of operating procedures for Colorado State Forest Service (CSFS), State of Colorado, and local government resources and incidents. For further information, contact the CSFS Incident Business or Fire Division staff at the State Office in Fort Collins (970) 491-6304 or a local district office. An Incident Business Advisor may be assigned to any Colorado state fire.

The CSFS uses all Incident Command System (ICS) forms, as described in the Interagency Incident Business Management Handbook. Crew Time Report (OF-261) is used to keep time on all personnel and the Emergency Equipment Shift Ticket (OF-297) is used for equipment timekeeping.

Personnel Timekeeping - Colorado State employees use the Crew Time Report (OF-261) and Emergency Firefighter Time Report (OF-288). Travel may be documented on the OF-288, but state employees do not receive hazard compensation. The incident file copy of the OF-288 and original Crew Time Reports (SF-261) are retained for the incident file. The original OF-288 is given to state employees at the time of demobilization.

Casual firefighters may be hired as state employees prior to dispatch with CSFS State Office confirmation, consistent with the Federal Pay Plan for Emergency Workers (AD1-AD5 rates). State firefighter classifications are exempt from state Public Employees Retirement Association withholding. Employees must complete the following Colorado State University (CSU) payroll forms prior to dispatch in order to be paid by CSFS:

- Employee's Withholding Allowance Certificate (W-4)
- Employment Eligibility Verification (I-9)
- CSU Payment Disposition Action form (PDA)
- Public Employees' Retirement Association Exemption Form

All Colorado State employees are eligible for commissary by payroll deduction.

Procurement - Local purchases up to \$3000 per purchase for supplies may be made by CSFS employees with CSU Acquisition Cards and purchases over \$3000 may be arranged through the CSFS State Office.

Agency Provided Medical Care (APMC) - The State of Colorado has no authority to establish APMC on state incidents. All incident-related injuries and illnesses will be handled in accordance with employee's home unit agency Workers' Compensation procedures.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 01--Continued

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

Workers' Compensation - Colorado State University (CSU) carries Workers' Compensation insurance coverage for all its employees to assist with work related injuries/illnesses. An employee is defined as an individual engaged under any appointment or contract for hire, expressed or implied. This includes faculty, staff, appointed officials, hourly personnel, student employees (including work-study), interns and graduate assistants performing work for which they are paid through the CSU payroll department. The insurance does not cover visitors, private contractors providing services for hire, or persons being paid by non-University sources even though working in a University facility or engaged in University projects.

Fire departments and other state cooperators not paid through the CSU payroll department are not covered by CSU Workers' Compensation. Cooperators using the Cooperative Resource Rate form (CRRF) provide Workers' Compensation insurance for all operators included under the terms of their CRRF.

State employees are required to report work-related injuries and illnesses to their supervisor and employing departments MUST initiate reports on all actual or alleged work related injuries and illnesses that come to their attention. This one-page report includes Parts I and II, which must be completed by the employee, and Part III which must be completed by the employee's supervisor (copy follows). All Workers' Compensation claims must be submitted within four (4) calendar days of injury or illness to CSFS, CSU, 203 Forestry Building, Fort Collins, CO 80523-5060. All claims for Workers' Compensation are filed with CSU Environmental Health Services. Case handling for individual claims is the responsibility of Environmental Health Services.

Cooperators experiencing injury or illness while assigned to an incident should complete the appropriate agency forms and notify their home agency as soon as required of potential Workers' Compensation claims.

Colorado State Forest Service-Owned Vehicle and Equipment - Equipment provided by CSFS is covered under the Colorado Interagency Cooperative Fire Management Agreement. When CSFS-owned vehicles and equipment are used on incidents (any jurisdiction), **Emergency Equipment Rental Agreements are not to be used.** Emergency Equipment Shift Tickets (OF-297), Emergency Equipment Fuel and Oil Issues (OF-304) and Equipment Use Invoices (OF-286) should be prepared for these resources and the originals given to state employee/operator at the time of demobilization. Appropriate agency billing will follow.

The CSFS establishes a Fire Equipment Rate schedule applicable to CSFS resources. A copy of the 2005 rate schedule follows. The rates are effective until revised and are reviewed annually.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 01--Continued

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

These rates are for CSFS-owned equipment only and not intended for use with equipment that is owned by other parties.

All rates include normal maintenance, normal operating repairs, fuel and oil. Equipment Shift Ticket records determine times of use unless meter hours are indicated. All rates for state-owned equipment are without operator or crew.

Billings for CSFS equipment will be forwarded from the CSFS State Office to the appropriate incident agency per the Colorado Interagency Cooperative Fire Management Agreement.

Cooperator Resources - Equipment provided by city, county and fire departments within the state of Colorado is covered under the Colorado Interagency Cooperative Fire Management Agreement. Each year, an Annual Operating Plan (AOP) is signed by all agencies within a county. Each county AOP identifies reimbursement processes within that county and includes Colorado Cooperative Resource Rate form(s) (copy follows) identifying local resources available for incident assignment. **When the Colorado Cooperative Resource Rate form (CRRF) has been completed, no other agreement is needed.**

Local cooperators agree to a maximum 14-day commitment unless otherwise stated on the Cooperative Resource Rate form. Any equipment that does not pass a pre-use inspection after arriving at an incident will be rejected and the cooperator will not be compensated for any time or travel incurred. Equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use Invoice (OF-286). Cooperators assigned as single resources use the Crew Time Report (OF-261) and Emergency Firefighter Time Report (OF-288). **Original payment documents are given to the cooperator at the time of demobilization.** Cooperators may utilize commissary via payroll deduction if authorized by individual department. Other terms of cooperator incident assignments are found on the back of the Colorado Cooperative Resource Rate form.

Accidental damage to cooperator equipment while assigned to the incident must be reported immediately and documented on appropriate forms for possible claims against the incident. Documentation and copy of invoice for replacement or repair is submitted to CSFS for final resolution.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 01--Continued

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

Cooperators submit original payment documents from the incident to their local CSFS district office for review and payment. Payment office address for all Colorado State cooperators (as referenced in CRRF guidelines and form) is:

Colorado State Forest Service
Colorado State University
Fort Collins, CO 80523-5060

Personal Vehicles (POV) - Authorized for use by state or cooperator personnel are reimbursed only for mileage as travel expense. POV mileage should be documented on an Emergency Equipment Shift Ticket (OF-297). POVs are **not** to be signed up using an Emergency Equipment Rental Agreement. Both POVs and agency vehicles should be noted on original resource orders as authorized at time of dispatch.

National Guard and Department of Corrections SWIFT Crews - National Guard and Department of Corrections resources are both state cooperators under the Colorado Interagency Cooperative Fire Management Agreement.

Municipal Engines - Chapter 20 of the RM/GB supplement does not address Type 1 and Type 2 engines, so the following rates shall be used for any Colorado cooperator equipment not already signed up on the Colorado Resource Rate form (CRRF):

<u>Department Type</u>	<u>Engine Type</u>	<u>Minimum Personnel</u>	<u>Hourly Rate</u>	<u>Guarantee</u>
All Volunteer	1	4	\$154	\$1232
	2	3	\$154	\$1232
Combination (part volunteer, part paid)	1	4	\$213	\$1704
	2	3	\$166	\$1328
All paid/career	1	4	\$235	\$1880
	2	3	\$190	\$1520

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
 CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 01--Continued
COLORADO

COLORADO STATE FOREST SERVICE 2005 EQUIPMENT RATES			
EQUIPMENT	DESCRIPTION	USE RATE	MINIMUM DAILY GUARANTEE
Engine	Type 3	\$80.00/hour	\$640.00
	Type 4	\$62.00/hour	\$496.00
	Type 5	\$48.00/hour	\$384.00
	Type 6	\$38.00/hour	\$304.00
	Type 7	\$29.00/hour	\$232.00
Tender	Type 3	\$48.00/hour	\$384.00
	Type 4	\$48.00/hour	\$384.00
Support Equipment	4x4 Cargo Pickup or Carryall (½ - ¾ T)*	\$12.00/day plus \$0.21/mi	
	4x2 Cargo (1 T and over)	\$29.00/day plus \$0.21/mi	
	4x2 Cargo pickup or van (½ - ¾ T)*	\$12.00/day plus \$0.21/mi	
	4x4 electric generator and light truck, 100kw	\$5.25/meter hour plus \$0.50/mi	\$42.00
	4x2 service/shop truck	\$35.00/hour plus parts used at cost	\$196.00
	Sedan or station wagon*	\$9.00/day plus \$0.15/mi	
	Truck, tractor; without trailer, gas, or diesel	\$66.00/hour	\$312.00
	Trailer, semi (if kept at incident)	\$7.00/hour (\$80.00/day)	\$56.00
	Pump, portable; trailer mounted over 100 gallons per minute capacity	\$28.00/day	
	Pump, portable; gear high speed centrifugal, or multi-staged centrifugal; 75 psi or more capacity	\$127.00/day	
	Pump, portable; diaphragm or low pressure centrifugal; less than 75 psi capacity.	\$106.00/day	
	Chain saw, all types	\$36.00/day	
	Plans trailer, 28 foot	\$51.50/day	

* Rates shown are for cost estimate purposes only; actual expense will be charged and billed to incidents.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
 CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 01--Continued

COLORADO STATE FOREST SERVICE COOPERATIVE RESOURCE RATE					Page ____ of ____
Revised 2004					
1. ORDERING OFFICE Ordering of Cooperator resources will be as outlined in the Annual Operating Plan (AOP) for the county in which they are Cooperators.		2. AOP COUNTY			
Agency Reference: NPS AGMT #H1249010010 BLM AGMT #1422CAA010010 USFA AGMT #01-F1-11020000-052 BIA AGMT #AG01M000016 F&WS AGMT #14-48-60139-01-K001		3. EFFECTIVE DATES a. beginning _____ b. ending April 30, 2006			
4. COOPERATOR a. name and address		5. COLORADO STATE FOREST SERVICE CONTRACTS: {CSFS District Name} State Office {District Forester Name} Janell Ray, Bill Graepler, OR Fire Duty Officer {District Phone Number} 970-491-6304			
		6. The work rate is based on all operating supplies being furnished by the benefiting agency.			
b. telephone number (Day) (Cell)	c. telephone number (night) ()				
7. ITEM DESCRIPTION (for equipment include make, model, year, serial number, accessories, engine type, license number & common reference) Identify CSFS owned engines under agreement to the department.		8. NUMBER OF OPERATORS	9. WORK RATE		10. MIN DAILY GUARANTEE (\$)*
			rate	unit	
a.					
b.					
c.					
d.					
e.					
11. SPECIAL PROVISIONS: (Note Conditions of Use on back of this form)					
When operator(s) are from other than this Cooperator or if the actual number of operators is fewer than indicated in BLOCK 8, equipment hourly work rate is reduced \$____/hour (or actual costs) for each individual.					
*Minimum daily guarantee does not apply on the 1 st and last days; payment is for actual hours worked only. Minimum daily guarantee does not apply to single resource individuals.					
12. BILLING INFORMATION Originals of all forms (Emergency Firefighter Time Report and/or Crew Time Report; Emergency Equipment Use Invoice and Emergency Equipment Shift Ticket) will be given to the Cooperator's representative. Incident finance section will keep the file copy only. Cooperators will submit reimbursement requests with the original paperwork to the local Colorado State Forest Service (CSFS) district office within 30 days of return from the incident and CSFS will make payment to the Cooperator.					

I understand this is not an agreement or contract. As a Cooperator, this form documents my department costs associated with the above identified resources. Availability of this resource is not guaranteed. If available when requested, my Cooperator resources will be supplied under the above conditions at the indicated costs subject to the Conditions of Use as shown on back of this form. I certify that equipment list here is either department owned, or placed with my department under agreement with CSFS. I further certify that personnel are covered under department provided worker compensation.

Signature	Print Name and Title	Date
Reviewed By	CSFS District	Date

Distribution: County AOP, Local IADC, CSFS District, CSFS Fire Division

(CONDITIONS OF USE ON BACK)

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2) CHAPTER 50 – COOPERATIVE RELATIONS

51.7 – Exhibit 01--Continued

Conditions of Use – Colorado State Forest Service – Cooperative Resource Rate Form *(revised 1/1/04)*

This Cooperative Resource Rate form is not a stand alone document. As an attachment to the County Annual Operating Plan, this form documents Cooperator resource costs and provisions should use of resources by another agency become necessary. When this form is completed, the Cooperator identified in Block 4 should not complete an Emergency Equipment Rental Agreement (OF 294) with the benefiting agency, as they are already considered a Cooperator and not a contractor by agreement. As an attachment to the County Annual Operating Plan, linkage is provided through agreements with CSFS to the current COLORADO INTERAGENCY COOPERATIVE FIRE MANAGEMENT AGREEMENT.

Reimbursement/Conditions

- When available and called upon for an interagency assignment, the Cooperator agrees to a commitment up to 14 days, excluding travel. Any action by personnel or their department or their department to rotate manpower or equipment before the end of this time period without prior approval from the Incident or coordination with their one interagency dispatch center, will be at the Cooperator's expense.
- Any equipment that does not pass a pre-use inspection performed by the benefiting agency after arriving at an incident will be rejected and the Cooperator will not be compensated for any time or mileage incurred.
- Equipment use will be documented on an Emergency Equipment Shift Ticket (OF 297) or other document as specified in the Annual operating Plan and recorded on an Emergency Equipment Use Invoice (OF 286) by the Incident personnel.
- Personnel time for single resources will be documented on a Crew Time Report (SF-261) or other document as specified in the Annual Operating Plan, and recorded on an Emergency Firefighter Time Report (OF 288) by the Incident.
- Each department using the Cooperative Resource Rate form will provide workers' compensation insurance for all assigned department personnel.
- Cooperators have the same status and responsibilities as State or Federal agencies regarding interagency standards for dispatch and incident business procedures.
- Cooperators will make every effort to submit original documentation, as listed above, to the local CSFS District office within 30 days of return from the incident.

Equipment and staffing

- Equipment and staffing must meet or exceed the current Rocky Mountain Area (RMA) standards found in the RMA Mobilization Guide (75.1) to qualify for incident use or full reimbursement. RMA has additional staffing requirements above NWCG standards for engine types 2-7. Staffing below RMA standards will result in reduction of reimbursement by appropriate personnel rate for missing personnel.
- Work rates for equipment will include costs of operators.
- Engine Boss should be knowledgeable about current interagency incident business and state reimbursement procedures.
- Staffing standards of an engine or tender on a local incident are negotiable with benefiting agency.
- The cooperator will not be reimbursed for equipment staffing levels exceeding RMA or NWCG standards.

Equipment transportation

- Equipment being driven to and from incidents will be paid at the established work rate.
- Whenever the equipment is transported to an incident, the benefiting agency will pay the Cooperator for hours that equipment is transported, not to exceed Minimum Daily Guarantee. Cooperator will not be paid by the benefiting agency when any of these conditions exist:
 1. The equipment is not in safe operable condition and does not pass pre-use inspection.
 2. The Cooperator withdraws equipment and/or operator(s) prior to being released by the Incident. Cooperator shall bear all costs of returning equipment and/or operator(s) to the point of hire.
 3. The equipment cannot be repaired or replaced within 24 hours from the time of breakdown or personnel shift change.
 4. The equipment cannot be repaired or replaced and is released from the incident; after which the personnel only are entitled to their hourly rate for return to location of hire.

Personnel transportation/costs

- When personnel time is separate from equipment, personnel traveling to/from an incident are in work status. If personnel time is included in the equipment rate, then costs for personnel are included in both the equipment work and guarantee rates.

State engines assigned to a Cooperator

- CSFS will pay the Cooperator \$50.00 per day for Cooperator owned equipment on State engines when engine is assigned to a reimbursable incident
- CSFS will reimburse Cooperator all documented fuel and oil costs.
- Time for CSFS engines and department personnel should be kept separately on shift tickets and crew time reports.

Travel expenses

- CSFS will reimburse Cooperator for reasonable and properly documented travel expenses (lodging and per diem). Per diem rates used cannot exceed current CONUS rates. Receipts are required for lodging. If personnel are paid actual meal expenses by the Cooperator, receipts are required for each meal. Per diem will not be reimbursed for time at the incident, unless previously approved in writing by the incident.

Claims

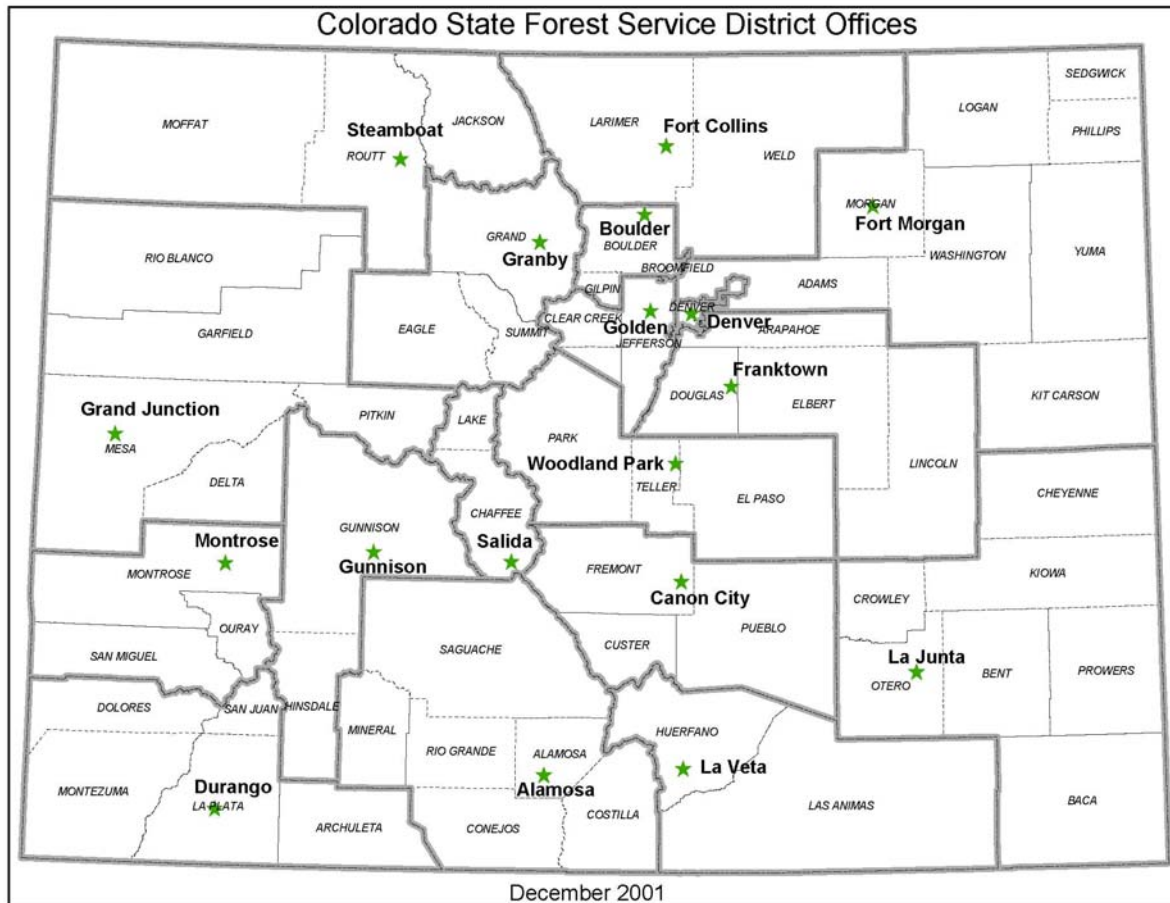
- Claims for damage and loss which occur at the incident will be documented with the incident Finance Section at the time they occur or prior to demobilization from the incident. Claims submitted after the fact will be reviewed by CSFS on behalf of the benefiting agency, and rejected or approved depending upon the circumstances, supporting documentation, and Interagency Incident Business Management Handbook guidelines.

Contracts

- Should questions arise when the listed resource is utilized on an incident, the following CSFS personnel may be contacted: {District Forester Name}, Colorado State Forest Service, {Dist. Office Name} Office, {District Phone Number}, OR Incident Business Management Staff or Fire Duty Officer, Colorado State Forest Service State Office, 970-491-6304.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 01—Continued



**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 01--Continued

Colorado State Forest Service
James E. Hubbard, State Forester
Colorado State University
203 Forestry Bldg.
Fort Collins, Colorado 80523-5060
(970) 491-6303

ALAMOSA DISTRICT

Colorado State Forest Service
P.O. Box 1137
129A Santa Fe
Alamosa, CO 81101-1137
(719) 587-0915

FORT COLLINS DISTRICT

Colorado State Forest Service
Bldg. #1052, Foothills Campus
Colorado State University
Fort Collins, CO 80523-5075
(970) 491-8660

GRANBY DISTRICT

Colorado State Forest Service
P.O. Box 69
201 E Jasper Ave.
Granby, CO 80446-0069
(970) 887-3121

LA VETA DISTRICT

Colorado State Forest Service
P.O. Box 81
Moore & Poplar Streets
La Veta, CO 81055-0081
(719) 742-3588

BOULDER DISTRICT

Colorado State Forest Service
5625 Ute Highway
Longmont, CO 80503-9130
(303) 823-5774

FORT MORGAN DISTRICT

Colorado State Forest Service
801 East Burlington
Fort Morgan, CO 80701-3638
(970) 867-5610

GRAND JUNCTION DISTRICT

Colorado State Forest Service
State Services Building
222 South 6th Street, Room 416
Grand Junction, CO 81501-2771
(970) 248-7325

MONTROSE DISTRICT

Colorado State Forest Service
102 Par Place, Suite 3
Montrose, CO 81401-4196
(970) 249-9051

CANON CITY DISTRICT

Colorado State Forest Service
515 McDaniel Blvd., Industrial Park
Canon City, CO 81212-4164
(719) 275-6865

FRANKTOWN DISTRICT

Colorado State Forest Service
P.O. Box 485
2068 North State Highway 83
Franktown, CO 80116-0485
(303) 660-9625

GUNNISON DISTRICT

Colorado State Forest Service
P.O. Box 1390
Gunnison, CO 81230-1390
(970) 641-6852

SALIDA DISTRICT

Colorado State Forest Service
7980 West Highway 50
Salida, CO 81201-9571
(719) 539-2579

DURANGO DISTRICT

Colorado State Forest Service
P.O. Box FLC 7233
Fort Lewis College Campus
Durango, CO 81301-3908
(970) 247-5250

GOLDEN DISTRICT

Colorado State Forest Service
1504 Quaker Street
Golden, CO 80401-2956
(303) 279-9757

LA JUNTA DISTRICT

Colorado State Forest Service
208 Santa Fe Ave., Suite 21
La Junta, CO 81050-0977
(719) 384-9087

STEAMBOAT SPRINGS DISTRICT

Colorado State Forest Service
P.O. Box 773657
1475 Pine Grove Rd., Suite 202A
Steamboat Springs, CO 80477-3657
(970) 879-0475

WOODLAND PARK DISTRICT

Colorado State Forest Service
P.O. Box 9024
113 South Boundary
Woodland Park, CO 80866-9024
(719) 687-2951

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
 CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 01--Continued

**COLORADO STATE UNIVERSITY
 WORKERS' COMPENSATION INJURY REPORT**

This form is needed when an employee is injured while in the course of employment. Employee should complete Part I and Part II in full; Supervisor should complete and sign Part III. If employee is not able to complete form, supervisor should do so. Submit to Barbara Berg, State Office, 203 Forestry Bldg. within 4 days of injury.

PART I – EMPLOYEE MUST COMPLETE THIS SECTION OF THE REPORT											
Employee's Name (First, Middle, Last)						Social Security Number		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Home Phone Number	
Employee's Street Address				City		State		Zip Code		Job Title	
Age		Birthdate Mo Day Yr		Marital Status		How long has employee worked for CSU?		Job assigned: when injured/exposed?		Length of experience at this assignment?	
Years of Education Completed:				Ethnic: <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Do not wish to answer							
Wages: (a) hourly _____ (if paid hourly)						(b) _____ (if salaried) weekly		Course name and # if student intern:			
Employment Classification:						(a) Faculty or Admin. Pro. <input type="checkbox"/> (b) State Classified <input type="checkbox"/> (c) Non-Student Hourly <input type="checkbox"/> (d) Work Study <input type="checkbox"/> (e) Student Hourly <input type="checkbox"/> (f) Student intern <input type="checkbox"/> (g) Graduate Student <input type="checkbox"/> (h) Other (Specify) <input type="checkbox"/>					
Do you have health insurance through CSU Human Resource Services office? <input type="checkbox"/> Yes <input type="checkbox"/> No											
PART II – INJURY INFORMATION – EMPLOYEE MUST COMPLETE THIS SECTION OF THE REPORT											
Mo.		Injury Date Day		Yr.		What happened to cause this injury or illness? Describe employee's activities when injury or illness occurred with details of how event or exposure occurred; include name(s) of other individuals involved, tools, machinery, objects, vapors, chemicals, radiation, unnatural motions of employee, unsafe hazardous conditions, etc. Also specify the items that directly injured the employee and caused the accident or illness (If additional space is needed, use back of this form).					
Injury Time		_____ am		_____ pm							
Injury Description (state exactly the part(s) of the body affected and the nature of injury or disease):											
Names of Witnesses						Name of Employer Representative Notified					
Place of Accident/Exposure (Bldg. Name and Room Number) City, County, State, Zip Code											
Treatment Received: <input type="checkbox"/> First Aid <input type="checkbox"/> Emergency Room <input type="checkbox"/> Doctor <input type="checkbox"/> None											
Name and Address of Treating Doctor and/or Hospital											
Employee Signature										Date	
PART III – SUPERVISOR MUST COMPLETE THIS SECTION OF THE REPORT											
Employee's Scheduled Work Week When Injured		Hrs. Per Day		Days Per Wk.		Last Day Worked Mo Day Yr		Modified Work Available if Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		State Classified Leave Balance as Of Date of Injury:	
Employee's Usual Work Schedule		Hrs. Per Day		Days Per Wk.		<input type="checkbox"/> Date Returned to Work <input type="checkbox"/> Estimated Date of Return		Mo Day Yr			
Did injury cause death? <input type="checkbox"/> Yes <input type="checkbox"/> No				Name, Relationship, and Address of Closest Dependent of Deceased if Injury Caused Death							
Date of Death											
Did injury occur because of: <input type="checkbox"/> Intoxication <input type="checkbox"/> Failure to use Safety Devices <input type="checkbox"/> Faulty Equipment <input type="checkbox"/> Other <input type="checkbox"/> N/A											
Work Phone				Department and Work Unit:							
Supervisor's Signature										Date	
										Sick Leave Bal:	
										Annual Leave Bal:	

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 02

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

This information is provided in summary and will give a general outline for IDL incidents or employees. For further information, contact the Fire Business Management Coordinator, or the Bureau of Fire Management in Coeur d'Alene, ID, 208-769-1522, FAX 208-769-1524.

The IDL uses the same forms as in the Interagency Incident Business Management Handbook (IIBMH) and finance kits.

IDL uses the same Administratively Determined (AD) Rates 1-4 as federal agencies when hiring casual firefighters, and the AD-5 rates used by the Northern Rockies and Rocky Mountain/Great Basin geographic areas. See the geographic area supplements to Chapter 10 in the IIBMH for current rates.

The following additional methods apply when working on fires under State of Idaho jurisdiction or with IDL employees on other agencies' fires.

Emergency Firefighter Time Report, OF-288 - IDL employees (permanent and temporary) use the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook.

The same form is used for casual employees on state fires (when they are employed and paid by IDL). The following additional forms must accompany a casual's Emergency Firefighter Time Report:

Employee's Eligibility Verification, I-9 - An I-9 form must be completed on casual employees at the time of hire. Follow instructions and see exhibit in Chapter 10 of the IIBMH. Photocopies of documents being verified should be attached.

Employee's Withholding Allowance Certificate - Casual employees must complete an Employee's Withholding Allowance Certificate, W-4. IDL withholds taxes on all employees. Forms are available at state forest protective (district) offices.

Memorandum of Understanding - Casual employees must sign a Memorandum of Understanding that they will abide by the Idaho Department of Lands drug and alcohol free policy as a condition of employment.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 02--Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

Affirmative Action Survey - An Affirmative Action Survey form must be completed on emergency firefighters. Information from the form is needed to assist the department in planning its EEO/Affirmative Action Program.

Selective Service Awareness and Compliance - Casual employees must sign the form and be in compliance with the Selective Service Act.

The last three documents are combined on one two-sided form that is available at IDL field offices and it MAY be photocopied.

Entitlements - IDL employees do not receive hazard pay.

State employees (permanent and temporary only) receive shift differential if they work between 6:00 p.m. and 7:00 a.m. for 50 percent or more of the workweek. This is calculated by the home unit payroll, and does not have to be noted on the Emergency Firefighter Time Report.

Employees hired as emergency firefighters (casuals) are eligible for overtime under the Fair Labor Standards Act (FLSA) Exemption Modifications as follows:

..."In the case of those employees engaged in law enforcement, correctional, and fire protection activities characterized by irregular shift work schedules, time worked in excess of one hundred sixty (160) hours in a period of twenty-eight (28) consecutive days shall constitute overtime work within the meaning of this chapter." Idaho Code, Section 67-5302.

Overtime does not have to be computed during the incident, but will be figured when Emergency Firefighter Time Reports are received at the Bureau of Fire Management in Coeur d'Alene.

Travel does not have to be separated from working time; however, in the interest of consistent time recording, if the time recorder enters a "T" in the hour's block, it is acceptable.

State employees can purchase from the commissary, and charges (other than cash or credit card) must be recorded on the firefighter time report for payment purposes.

Crew Time Report, SF-261 - Crew Time Report is used in the same manner as described in the Interagency Incident Business Management Handbook.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 02--Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

State-Owned Vehicles and Equipment - When state-owned vehicles and equipment are used on incidents (state or federal jurisdiction) do not initiate Emergency Equipment Rental Agreements for them. Shift tickets and fuel issues should be prepared for these units and sent back to the home agency. The host agency will be billed for the services.

Emergency Equipment Rental Agreement, OF-294 - Equipment used by the IDL is usually on a preseason sign up by the local Forest Service office. In the event equipment does not have a preseason agreement, procedures in the IIBMH and the geographic area supplements to Chapter 20 of the IIBMH must be followed.

IDL procurement personnel can execute Emergency Equipment Rental Agreements (EERA), OF-294's. Purchasing authority by these individuals is not based on a specific dollar amount, however, must be used with oversight. Persons trained to execute agreements are Fire Wardens and their assistants, support staff from the districts or associations, and those trained in finance, such as Time Unit Leaders and Finance/Administration Section Chiefs.

On state fires, agreements initiated by IDL personnel do not have to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

When writing EERAs on state fires, use the local fire district or association name and address for the Ordering Office, or use the following address, which is the office of payment:

Idaho Department of Lands
Bureau of Fire Management
3780 Industrial Avenue S.
Coeur d'Alene ID 83815

Idaho Department of Lands agreement numbers are agency-specific. The number will denote the agency, district, calendar year, and sequential number. (For example, IDL-320-05-015.) Check with the local office to secure a block of numbers for the incident.

During the completion of the Contractor block, the EIN/SSN number must be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed and attached to the agreement. Payment is not possible without a completed W-9.

Vehicle-Heavy Equipment Inspection Checklist, OF-296 - Complete the same as described in the Interagency Incident Business Management Handbook.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 02--Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

Emergency Equipment Shift Tickets, OF-297 - Shift tickets are used the same as in the Interagency Incident Business Management Handbook. Copies of the shift tickets must accompany the Emergency Equipment Use Invoice for payment.

Emergency Equipment Use Invoice, OF-286 - Invoices will be used when hiring equipment of any kind, and for miscellaneous expenses. (See section on Miscellaneous Purchases.) When completing the Emergency Equipment Use Invoice, the preparer must enter the EIN/SSN number for payment processing as explained in the EERA instructions.

On state fires, enter the state district, association or Coeur d'Alene address in the Administrative Office for Payment block.

Procedures for the OF-286 invoice at the end of the incident are to ensure all deductions for gas and oil, repair, and commissary are posted and the documents signed and completed. The Emergency Equipment Rental-Use Envelope, OF-305, should be given to the specified state office at time of closeout, or forwarded to the Coeur d'Alene address as a payment package.

Emergency Equipment Use Invoice, OF-286, Miscellaneous Purchases - The invoice can be used for recording miscellaneous purchases in the same manner as recording equipment. The IDL does not use the same procurement methods as federal agencies. A large variety of charge accounts have been set up in communities throughout the state and these are used to make local purchases in support of the suppression activities.

Some state employees have purchase card authorities. Check with the local district office for use of these cards for fire suppression activities.

A Restaurant and Lodging Authorization form is used when sending people to eat at restaurants or stay in motels. An IDL district or area employee, or an appointed representative such as a Procurement Unit Leader must complete this form. The form entitles individuals or crews to meals and/or lodging at the state's determined per diem rates. It also gives the vendor authorization to provide meals or lodging, and provides a copy for them for billing purposes. A supply of these forms can be obtained from the local district office.

When bills for meals, lodging, fuel or other supplies are turned in to finance, an Emergency Equipment Use Invoice is prepared. When completing the invoice, list in Item 5 the type of expense, such as Meals. In Block 14 show how many meals, gallons of fuel, and so forth, the rate (or if different rates write "Var." for various), and show the total amount.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 02--Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

These entries can be shown by the day or by meals. Remember; do not include state sales tax. If it has been added to the bill, it can be taken off before the items are listed or in the deduction section of the invoice.

Copies of the vendor's itemized invoices showing name and address of the business, date of purchase, amount due, and total must accompany the invoice for payment. Vendor invoices must be signed by the individual(s), crew boss, or chief-of-party listed on the Restaurant and Lodging Authorization Form authorized to charge, and include the fire name and incident number. A maximum 15 percent gratuity may be included on meal invoices. Gratuities are part of the specified per diem rate. Sack lunches, or "To Go" meals, do not have a gratuity included.

These miscellaneous transactions can also be kept in Emergency Equipment Rental-Use Envelopes and turned in as a package at the end of the incident.

Emergency Equipment Fuel and Oil Issue, OF-304 - Follow the procedures outlined in the Interagency Incident Business Management Handbook.

Fire Service Organizations (City, County and Rural Fire Departments) - It is the Idaho Department of Lands responsibility to be the single hiring point for equipment and personnel obtained from fire service organizations throughout the state when used on dispatches for mutual assistance, other than local initial attack mutual assistance agreements.

When five or more engines/tenders are dispatched to an incident, the Idaho Department of Lands will furnish, upon request, a Fire Service Organization Advisor to make sure the departments are signed up and made aware of their responsibilities. Incident management teams are responsible for keeping time on city, county, and rural fire departments in the same manner as if they were a private contractor, however, all payment packages are to be returned to the Idaho Department of Lands for audit and payment.

Procedures for sign up, equipment rates, and paying city, county, and rural fire departments can be found in the Fire Organization Rate Book. These booklets may be obtained from state fire district offices, or the Bureau of Fire Management, Coeur d'Alene, or call 208-769-1522.

State of Idaho Claims - Settlements arising under the jurisdiction of the State of Idaho can be negotiated by the incident Agency Administrator (Area Supervisor) up to \$2,500. Settlements exceeding \$2,500 must be referred to the Idaho Department of Lands, Bureau of Fire Management, 3780 Industrial Avenue, Coeur d'Alene, ID 83815.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 02--Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

Agency Provided Medical Care (APMC) - APMC will be provided on IDL fires under the same provisions as outlined in the Interagency Incident Business Management Handbook.

Complete all forms as described in the handbook. In addition, an IC-1, Notice of Injury and Claim for Benefits (Compensation) form must be completed on all state employees (including casuals). The IC-1 should be in the regional finance kits or can be obtained through the state fire districts. These need to be sent to the fire district office as soon as possible for further processing.

Incident Business Advisor/Fire Business Management Coordinator - If an Incident Business Advisor has not been ordered when a team is activated on a state fire, the Agency Administrator should be advised. An Incident Business Advisor or a Fire Business Management Coordinator will be made available.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 02—Continued

AFFIRMATIVE ACTION SURVEY

The following information is needed to assist the Department in planning its EEO/Affirmative Action Program. This information will be used only for statistical purposes.

Name _____ Job Classification _____
(Check below where appropriate)

_____ Handicapped. Please specify type of physical or mental impairment and, if applicable type of accommodations made or needed.

_____ Veteran or Vietnam era (any duty between 8/5/64 through 5/7/75). Discharge must be other than dishonorable.

_____ Disabled veteran (30 percent or more disability).

RACE/ETHNIC GROUP

_____ White--includes persons of European descent, including Pakistan, East Indian, and North African.

_____ Black--includes persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian.

_____ Hispanic--includes all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent.

_____ American Indian--includes persons who identify themselves or are known as such by virtue of tribal association. Also includes Eskimos and Aleuts.

_____ Asian American--includes persons of Japanese, Chinese, Korean or Filipino descent. Also includes Malaysians and Thais.

_____ Other -- includes those not covered by the above categories.

SELECTIVE SERVICE AWARENESS AND COMPLIANCE

Idaho Code states that "...no male person who has attained the age of 18 years who fails to be in compliance with the federal selective service act shall be eligible for employment by or service for the state of Idaho..." It further states "...it shall be the duty of all official having charge of and authority over hiring of employees by the state...to assure themselves that applicants are in compliance with the federal military selective service act. The hiring authorities are authorized to develop the necessary form to allow the applicant to certify compliance with the selective service act."

I certify that I am in compliance with the provisions of the Selective Service Act (50 U.S.C. Appendix, War and National Defense Sections 451-473) and Idaho Code (Sections 49-501 et seq.).

Name: _____ Date: _____

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 02--Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

ALCOHOL AND DRUG-FREE MEMORANDUM OF UNDERSTANDING

It is the Idaho Department of Lands policy to maintain an alcohol and drug-free workplace. The consumption of alcohol on the job is prohibited; employees may not work if their performance is impaired by the use of alcohol. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Violations of this policy will result in corrective action up to and including dismissal or referral to treatment as the situation warrants.

Alcohol and drug abuse in the workplace has many detrimental effects on any organization and its employees. It impacts morale, lowers productivity and increases health care costs. The Department of Lands is committed to maintaining a work environment free from illegal drugs and alcohol and drug abuse.

As a condition of employment, you must:

1. Abide by the alcohol- and drug-free policy.
2. As an employee you must notify your supervisor within five days if you have been convicted of any criminal drug statute for a violation occurring in the workplace.
3. As a supervisor you must notify your superior within five days of any criminal drug statute conviction for a violation occurring in the workplace of any of your employees. Additionally, supervisors must notify their superiors within five days of any violations of the Alcohol and Drug-Free Workplace Policy.

I have read and understand this policy.

Name: _____ Date: _____

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 03

NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

This information is provided in summary and is a general outline for the State of Nevada, NDF incidents or employees. For further information contact the Fire Business Manager in Carson City, Nevada at (775) 684-2516 or (775) 720-2401.

The Nevada Division of Forestry (NDF) uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and finance kits.

NDF uses the same Administratively Determined (AD) Rates, 1-4, adopted by federal agencies do when hiring casual firefighters and the AD-5 rates used by the Rocky Mountain/Great Basin geographic areas.

Nevada Division of Forestry Jurisdiction

The Nevada Division of Forestry is charged with the protection of state and private property, including structures, from fire and other threats by Nevada Revised Statutes and through county fire districts in the following counties: Carson, Clark, Douglas, Elko, Eureka, Storey, White Pines and Washoe.

Personnel Timekeeping

NDF employees will complete the NDF Emergency Response Reports (ERR) for submittal with time sheets and the Incident Report. NDF employees will also complete the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook. Discrepancies may exist between the two time reporting forms due to specific time reporting requirements of some state positions, such as, Inmate Crew Supervisors and shift firemen. There may also be times when there are discrepancies in meal time reporting between the employees ERR and the OF-288. These are due to state reporting procedures.

Emergency Firefighters (EFF) are the NDF equivalent of casual employees. Emergency firefighters must complete an Emergency Firefighter Employment Agreement and I-9 Employment Eligibility Verification and W4 form prior to being hired. The agreement contains acknowledgment of a Fair Labor Standards Act (FLSA) exemption which must be explained to the EFF. Emergency Firefighters are paid through the Purchase Order System. Emergency firefighter time is tracked by the assigned supervisor or regional accounting personnel. Time must be recorded on an NDF Emergency Response Report and the federal Emergency Firefighter Time Report, OF-288. EFF employees are assigned an AD rate commensurate with the complexity of the job, position or task assigned.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 03—Continued

NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

Nevada Division of Forestry employees do not receive hazard pay for fire fighting with two exceptions: one, when personnel work more than 16 feet above the ground, or floor; two, for time spent in single engine aircraft or helicopters, when not part of their regular job, may receive hazard pay.

State employees receive shift differential if they work a qualifying shift. As used in this section, "qualifying shift" means a scheduled work period of at least 8 hours, of which 4 hours must fall within the hours from 6:00 p.m. to 7:00 a.m. This is noted on the employees ERR and is not required to be noted on the Emergency Firefighter Time Report. Emergency firefighters are not eligible for shift differential.

Emergency firefighters are eligible for overtime for those hours worked which are in excess of 53 hours in a 7-day work period. State employees work a wide variety of shifts. Overtime regulations are based on FLSA and occupational class contracts.

Travel does not need to be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.

NDF employees receive paid standby for every non working hour while in a fire camp setting. Standby is reported on the employees ERR and does not need to be noted on the OF-288.

State of Nevada employees **may** not purchase from commissary.

Crew time Report SF-261

Crew time Report is used in the same manner as described in this handbook with the following additions. Inmates assigned to crews are paid by the Division of Forestry portal to portal, although only actual line time is reported on the Crew Time Report. An Inmate Crew Time Report must be completed and submitted to the Regional Office at completion of the incident.

Procurement

Generally NDF will operate within the guidelines identified in this book. However, Nevada Division of Forestry procurement procedures differ significantly from the federal procurement system. Authorized employees may utilize Emergency Purchase Orders to obtain a wide variety of equipment, services, and supplies as outlined in NDF Policy and Procedures the State Administrative Manual. The Administrative Services Officer (ASO) will assign a comptroller for fires within NDF jurisdiction or for joint jurisdiction fires. Contact the ASO III at 775-684-2526.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 03—Continued

NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

Fire Service Organizations, City/County/Volunteer Fire Departments

The Nevada Division of Forestry is the single hiring point for Local Government Fire Service Organizations (FSO) pursuant to the Cooperative Wildland Fire Protection Agreement. All FSO “Assistance-by-Hire” beyond the base of operation contained within a local agreement shall be through the State as the designated single point of contact for local government resource mobilization.

State Owned Vehicles and Equipment

When state-owned vehicles and equipment are used on incidents with state or federal jurisdiction, shift tickets and equipment fuel and oil issues should be prepared and sent back to NDF. Do not initiate Emergency Equipment Rental Agreements.

Emergency Equipment Rental Agreement, OF-294

Equipment used by NDF is usually signed up preseason by the local BLM and/or Forest Service field office and those agreements are included in the service and supply plan. A copy of the service and supply plan may be obtained from the local Dispatch Center, the BLM or Forest Service office or from the Administrative Service Officer at NDF. In the event equipment does not have a preseason agreement, follow procedures in the IIBMH and the geographic supplements to Chapter 20. NDF fiscal staff can execute Emergency Equipment Rental Agreements (EERA) OF-294's for state jurisdiction fires.

State Fires

Copies of all paperwork should be submitted to Nevada Division of Forestry at the address listed at the end of this section. This paperwork should include EERA's (OF-294); Emergency Equipment Use Invoice (OF-286); Emergency Shift Tickets (OF-294); Emergency Shift Tickets (OF-297); Vehicle/Heavy Equipment Inspection Checklist (OF-296) and the Emergency Fuel and Oil Issue (OF-304).

Agreements initiated by NDF fiscal personnel do not need to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

The State receives its procurement authority from State laws, and is, therefore, not subject to Federal procurement laws. Whenever the State is responsible for the management of an incident (including an incident within the direct protection area of a Federal Agency) the State will comply with State laws and regulations covering procurement.

Use the address listed at the end of this section on all paperwork.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 03—Continued

NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

Use the Employer Identification Number or the Social Security Number in the Contract block. This number **MUST** be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed and attached to the agreement. Payment cannot be made without a completed W-9.

Nevada Division of Forestry
2525 South Carson Street
Carson City, NV 89701
775-684-2500 - office
775-687-4244 - fax

Worker's Compensation

The State of Nevada carries Worker's Compensation insurance coverage for all State of Nevada employees, emergency firefighters (casuals) hired by NDF, inmates working on wildland fire suppression crews housed in a Nevada Correctional Facility, and volunteer firemen from those Volunteer Fire Departments located fire protection districts administered by the Nevada Division of Forestry.

If an injury or occupational disease (OD) arises out of or, during, the course of employment, the employee, volunteer, inmates/inmate's crew supervisor or emergency firefighters must provide written notice to the employer as soon as practicable, but not later than 7 days after the accident or date of the OD. A "Notice of Injury or Occupational Disease Incident Report" form C-1 must be completed by the injured worker and signed by his/her supervisor. Distribution of the form is noted on the form.

If medical treatment is sought, and the injury occurs on a fire in the State of Nevada, a "Claim for Compensation" (Form C-4) will be available at the place of initial treatment. The injured employee, volunteer, crew supervisor of an inmate, or the emergency fire fighter must file a completed "Claim for Compensation from (C-4) within 90 days after an accident. The treating physician or chiropractor must complete the Claim for Compensation form within 3 working days after treatment and mail the completed form (employers copy) to NDF at the address listed at the end of this section, and mail a copy of the Nevada Administrators Workers' Compensation Third Party Administrators to the address listed on the C-4 form.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

N51.7 - Exhibit 03—Continued

NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

DF must complete the “Employer’s Report of Industrial Injury or Occupational Disease” (Form C-3) to the Nevada Administrators Workers’ Compensation Third Party Administrators to the address noted on the form within 6 days after receipt of the “Claim for Compensation (Form C-4). Distribution of the form is noted on the form.

These forms may be obtained from the Regional Forester where the fire is located.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 04

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

The State of South Dakota renegotiated contracts with their cooperators in 2004. As a result of this we ended up with three different payment plans. In Option A, the Equipment and Personnel are paid one rate and will follow the same guidelines as the Regional. In Option B, the Personnel are paid the current regional rate for AD Hire's and the equipment rate was increased by 5% over the 2003 Contract. The third option they have is to not sign Option A or B and continue under the 2003 Contract. The information below is provided in summary and will provide a general outline for SD Wildland Fire Suppression Division's (SD WFS) procedures that has differed from other agencies or the Interagency Incident Business Management Handbook, **in the past. It is mentioned in the information below that we have a separate contract for Out of State Assignments, which is currently under renegotiation. Please contact SD Wildland Fire Suppression for further information.**

****For further information, contact Brenda Even, Fire Business Accountant in Rapid City, SD at 605-393-8115, FAX: 605-393-8044, or the Northern Great Plains Interagency Dispatch Center in Rapid City, SD at 605-393-8017, FAX: 605-393-8030.**

The SD WFS uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits.

Current policy with SD WFS does not allow for the hiring of casual firefighters. Persons hired must be connected with a rural fire department, or a contractor that is under agreement.

The following additional methods and information applies when working on fires under State of South Dakota jurisdiction or with State of South Dakota employees while working on other agencies' fires.

Rural Fire Departments - Each Rural Fire Department (RFD) who wishes to participate in forest fire suppression activities signs a "Forest Fire Suppression Agreement" with the state of South Dakota each calendar year.

51.7 – Exhibit 04—Continued

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

There is a separate agreement for "in and out of state" assignments. These RFD's then become contractors to the state of South Dakota. Under this contract, the following applies:

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

Fire Assignments Within South Dakota

Minimum Requirements:

- Be at least 18 years of age.
- No physical disability that would jeopardize health & safety of an individual or others.
- Appropriate clothing & safety equipment.
- Required physical standards, as per agreement.

Personnel Pay Classifications:

SD WFS compensates for function filled on assignment, utilizing **the current Regional Administratively Determined (AD) Pay Rates**, 1-4, as federal agencies use when hiring casual firefighters. AD-5 rates are the same as those used by the Northern Rockies and Rocky Mountain/Great Basin geographic areas. See geographic supplements to Chapter 10 in the IIBMH for current rates.

Forms Required

- Personnel & Equipment Payment - Crew Time Report, SF 261 or crew time report developed in South Dakota, AG-DCF100/95. See Exhibit 04A.
- Injury - State of South Dakota fire: Complete a "First Report of Injury" form. Submit to SD WFS within three days of injury. Federal fire: Complete forms as outlined in Interagency Incident Business Management Handbook.
- Equipment Damage or Accident - State of South Dakota fire: Complete an "Officer's Investigation Summary of Motor Vehicle Accident" form. Federal fire: Complete forms as outlined in Interagency Incident Business Management Handbook.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
 CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

**SOUTH DAKOTA
 SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

Minimum Standards for Equipment:

ENGINES	STRUCTURAL ENGINES			WILDLAND ENGINES				
Components	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6	Type 7	Type 9*
<u>Pump Rating</u>								
Min. flow (gpm)	1000+	250+	150	50	50	30	10	6
@ rated pressure. (psi)	150	150	250	100	100	100	100	100
Tank capacity range (gal)	400+	400+	500+	750+	400- 750	150- 400	50- 200	50
<u>Hose 2.5"</u> (feet)	1200	1000						
<u>Hose 1.5"</u> (feet)	400	500	500	300	300	300		100 1/2"
<u>Hose 1"</u> (feet)			500	300	300	300	200	
<u>Ladder</u> (feet)	20	20						
<u>Heavy Stream</u> (gpm)	500							
<u>Personnel</u>	3**	3	2**	2**	2***	2***	2***	2

*State of SD standard, not NWCG requirement.

**In State standard requires 3 or 4 personnel (out of State requires 4 personnel).

***In State standard requires 2 or 3 personnel (out of State requires 3 personnel).

Engines	Minimum Standards by Type				
Components	1	2	3	4*	5*
Tank Capacity (gal)	5000+	2500+	1000+	400+	400+
Pump Capacity (gmp)	300+	200+	200+	80+	---
Off Load Capacity (gmp)	300+	200+	200+	---	---
Max. Refill Time (minutes)	30	20	15	---	---

*State of SD standard, NWCG

Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks. Tenders must also carry a minimum of one shovel and pulaski. Tenders participating in out of state dispatches must meet minimum federal guidelines for equipment and accessories.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
 CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

**SOUTH DAKOTA
 SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

EQUIPMENT RATES (2003 Contract):

<u>Engines</u>	<u>Rate/Hr</u>	<u>Water Tenders</u>	<u>Rate/Hr</u>
Type 1	\$104.00	Type 1	\$78.00
Type 2	72.80	Type 2	67.60
Type 3-5	52.00	Type 3	52.00
Type 6-7	41.60	Type 4	41.60
Type 9	26.00	Type 5	26.00

EQUIPMENT RATES (2004 Contract Option A):

<u>Equipment</u>	<u>Payment Rate</u>	<u>Restrictions</u>
Type 1 Engines (structural)**	\$160.00/hr w/4 personnel	
Type 2 Engines (structural) **	\$140.00/hr w/3 personnel	
Type 3 Engine	\$135.00/hr w/3 personnel	
Type 4 Engine	\$135.00/hr w/3 personnel	
Type 5 Engine	\$130.00/hr w/3 personnel	
Type 6 Engine	\$125.00/hr w/3 personnel	
Type 7 Engine **	\$77.80/hr w/3 personnel	
Type 9 Engine **	\$62.20/hr w/3 personnel	

<u>Equipment</u>	<u>Payment Rate</u>	<u>Restrictions</u>
Type 1 Tactical Water Tender	\$135.00/hr w/2 person ****	
Type 2 Tactical Water Tender	\$120.00/hr w/2 person ****	
Type 3 Tactical Water Tender	\$100.00/hr w/2 person ****	
Type 4 Tactical Water Tender**	\$53.28/hr w/2 person ****	
Type 5 Tactical Water Tender**	\$37.68/hr w/2 person ****	

EQUIPMENT RATES (2004 Contract Option B):

<u>Engines</u>	<u>Rate/Hr</u>	<u>Water Tenders</u>	<u>Rate/Hr</u>
NWCG Engine Type 1	\$109.20	NWCG Tender Type 1	\$81.90
NWCG Engine Type 2	76.44	NWCG Tender Type 2	70.98
NWCG Engine Type 3-5	54.60	NWCG Tender Type 3	54.60
NWCG Engine Type 6-7	43.68	Tender Type 4	43.68
Engine Type 9	27.30	Tender Type 5	27.30

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

2004 Option B and 2003 Contract - Add \$5.00/hr to the rates listed above for any engine equipped with an Injection Foam System to cover the cost of foam on an application rate of three tenths of one percent @ 25gpm and additional equipment. Foam used at an approved rate of more than three tenths of one percent @ 25gpm will be replaced by the approving agency.

For All Options - Add \$20.00/hr to the rates listed above for any engine equipped with a Compressed Air Foam System (CAFS) to cover the cost of foam based on an application rate of three tenths of one percent @ 25gpm and additional equipment. Foam used at an approved rate of more than three tenths of one percent will be replaced by the approving agency.

Fire Gel or Class A Foam used on wildfires within the state will be replaced on the fire. If the supply unit does not stock gel or Class A Foam, then the contractor can request replacement through the State supply cache or bill the State for the gel or foam used.

Additional Equipment Rates (2003 Contract):

Power Saws	\$5.00/hour for first 2 hrs. then a flat rate of \$35.00/maximum, until end of shift
------------	--

Portable Pumps (inc. suction hose, screen & 100 foot hose & nozzle)

0-200 gpm	\$30.00/day
200+gpm	\$40.00/day

Portable Tanks

Under 1500 gal.	\$20.00/day
1501 gal +	\$25.00/day

Strike Team Leader Vehicle (radio equipped)	\$50.00/day plus \$.32/mile
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**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
 CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

**SOUTH DAKOTA
 SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

Additional Equipment Rates (2004 Contract, Option A):

<u>Equipment</u>	<u>Payment Rate</u>	<u>Restrictions</u>
Power Saws All Chain Saws **	\$5.00/hour for first two hours	By request only Then flat rate of \$35.00 max until end of shift
*Portable Pumps: **		24 Hour Day Only**
0 to 200 GPM	\$30.00/day	
200 + GPM	\$40.00/day	
Portable Tanks: **		24 Hour Day Only**
Under 1500 Gal.	\$20.00/day	
1500 + Gal.	\$25.00/day	
Strike Team Leader, Division/Group Supervisor, or any vehicle assigned to line duty (Radio Equipped)	\$57.00/day plus \$0.29/mile	24 Hour Day Only***
Portable foam injection equipment **	\$5.00/hour for first two hours	By request only. Then flat rate of \$35.00 max. Until end of shift
Crew Rotation Vehicle **	\$0.29/mile	Mileage to and from fire only

*** Used any part of a day beginning at 0001 and ending at 2400 hours

****If the water tender is used in a non-tactical role, rates will decrease by \$20.00 per hour. The minimum manning level is 1 person.

*The daily rate includes use of suction hose, screen, 100-foot hose and a nozzle. If this equipment is not available with the pump, the rate shall be adjusted accordingly.

** Local South Dakota rates, not regional rates. Rate increases will occur as the rates for the Type 3 engines are adjusted in the Incident Management Handbook. The percentage of the rate increase of the Type III engines will be applied.

Compensation rates for equipment not listed above will be negotiated prior to use.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
 (NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
 CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

**SOUTH DAKOTA
 SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

Additional Equipment Rates (2004 Contract, Option B):

<u>Equipment</u>	<u>Payment Rate</u>	<u>Restrictions</u>
Power Saws:		
All Chain Saws **	\$5.25/hour for first two hours	By request only Then flat rate of \$35.00 max until end of shift
*Portable Pumps: **		24 Hour Day Only***
0 to 200 GPM	\$31.50/day	
200 + GPM	\$42.00/day	
Portable Tanks:**		24 Hour Day Only***
Under 1500 Gal.	\$21.00/day	
1500 + Gal.	\$26.75/day	
Strike Team Leader, Division/Group Supervisor, or any vehicle assigned to line duty (Radio Equipped)	\$57.00/day plus \$0.29/mile	24 Hour Day Only***
Portable foam injection equipment **	\$5.25/hour for first two hours	By request only. Then flat rate of \$35.00 max. Until end of shift
Crew Rotation Vehicle	\$0.29/mile	Mileage to and from fire only

*** Used any part of a day beginning at 0001 and ending at 2400 hours

*The daily rate includes use of suction hose, screen, 100-foot hose and a nozzle. If this equipment is not available with the pump, the rate shall be adjusted accordingly.

** Local/State of South Dakota rate.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

**SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

Insurance - In State

Vehicle Liability Insurance - Fire Department shall have liability insurance coverage for all "owned", "hired", or "non-owned" fire vehicles with a limit of not less than \$500,000 per accident.

General Liability Insurance - Fire Department shall have general liability insurance coverage with a limit of not less than \$500,000 per occurrence.

Workers' Compensation Insurance - Fire Department shall comply with all state laws and regulations pertaining to Workers' Compensation insurance for contract personnel.

Transportation/Crew Rotation:

The state will pay mileage for one crew rotation vehicle per shift. During this rotation the state shall not compensate the fire Department for personnel time or travel expenses related to the rotation of personnel and equipment already committed to the fire. The crew rotation vehicle will be paid \$.29/mile.

Miscellaneous Information:

- Each fire department will be signed up on a Fire Equipment Rental Agreement.
- No additional pay for hazard duty will be paid.
- Fuel obtained at the fire scene will be deducted from final billing that is submitted to the SD WFS Office, as this is considered a normal maintenance item.
- \$250 deductible will apply to each damage claim submitted.
- Commissary items obtained will be deducted from final billing that is submitted to the SD WFS Office.
- All payments are made to the fire department, not individual members.
- Fire departments submit fire bills to the state of SD WFS for payment after each fire.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

Fire Assignments Outside South Dakota

Minimum Requirements:

- Be at least 18 years of age.
- No physical disability that would jeopardize health and safety of individual or others and successfully pass physical fitness standards.
- Have valid Red Card.
- Appropriate clothing and safety equipment.
- Successfully completed Wildland I fire training.
- Preseason vehicle inspection with inventory list.
- Meet requirements for the position, as outlined in the Wildland Fire Qualifications Subsystem Guide, 310-1.

Personnel Pay Classifications:

Personnel will be compensated for function filled on assignment, utilizing **current Regional Administratively Determined (AD)** Pay Rates and Qualifications as outlined in Interagency Incident Business Management Handbook.

Forms Required:

- | | | |
|------------------|---|--|
| <u>Personnel</u> | - | Emergency Firefighter Time Report, OF-288. |
| <u>Equipment</u> | - | Emergency Equipment Use Invoice, OF-286. Fuel & Oil Issue Records (if issued), OF-304. |
| <u>Injury</u> | - | Forms outlined in Interagency Incident Business Management Handbook, plus must complete SD First Report of Injury form and submit within three days of injury to SD WFS. |
| <u>Damage</u> | - | Forms outlined in Interagency Incident Business Management Handbook. |

Minimum Standard for Equipment:

Is treated the same as for in-state assignments.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

**SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

Equipment Rates:

Are the same as in-state assignments.

Insurance - Out of State:

Same as for in-state assignments; Workers' Compensation will comply with federal regulations.

Transportation/Crew Rotation:

Engine Crew Rotation - The minimum strike team commitment is 14 days, commencing at the time of departure from the assembly point. The minimum commitment for engine crewmembers is 14 days. An engine crew member may be replaced or rotated with a fresh crew person at the end of the commitment period according to the following procedures:

1. The Strike Team Leader will contact Northern Great Plains Interagency Dispatch Center two days prior to any crew rotation.
2. If a contractor initiates the crew rotation, the Northern Great Plains Interagency Dispatch Center will notify and receive approval from the team on the incident.
3. The contractor plans crew rotation, the Northern Great Plains Interagency Dispatch Center will coordinate the crew rotations with the incident.
4. Once incident approves rotation, contractor will organize crew replacement. The State will coordinate the rotation with the incident.
5. If air transport is used for crew rotation, the strike team leader must arrange for transportation from the airport to the incident through the fire camp.
6. No crewmember will be released from an incident until the relief crew arrives and only at shift changes.
7. All personnel leaving an incident will follow normal checkout procedures.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 – Exhibit 04—Continued

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

Individual Resource Rotations - Individual resources, including strike team leaders, must commit to a 14-day assignment. They may not be rotated until the end of their commitment period.

Miscellaneous Information: - When sending single resources or strike teams/task forces on out-of-state assignments, the SD WFS will provide a packet of information that will include the following:

1. State/Fire Department agreement for in and out of state assignments.
2. State/USDA Forest Service agreement.
3. Fire Equipment Rental Agreements for each fire department assigned.
4. Letter for finance explaining pay procedures.
5. Miscellaneous blank forms that would be utilized by finance section.
6. Contractor must pressure wash outside of vehicles no more than 12 hours before leaving SD and no more than 12 hours before returning to SD. This is done to prevent the transport of weed seed.

Employee and Contractor Hiring Guidelines - SD WFS employees use the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook.

Entitlements:

- SD WFS employees do not receive hazard pay.
- SD WFS employees do not receive any differential, other than overtime for hours worked over 40 per week.
- Overtime need not be computed during the incident, but will be figured by Bureau of Personnel at the State Office in Pierre, SD.
- Travel time need not be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 04--Continued

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

- SD WFS employees are guaranteed an eight (8) hour day.
- State employees may purchase at commissary, and must be recorded on the firefighter time report. Charges are deducted from employee's per diem request, which will be done upon arrival at home unit.

Crew Time Report, SF-261:

The Crew Time Report is used in the same manner as described in the Interagency Incident Business Management Handbook.

State-Owned Vehicles and Equipment:

When state-owned vehicles and equipment are used on incidents (state or federal jurisdiction), Emergency Equipment Rental Agreements are not necessary. Shift tickets and fuel issues should be prepared for these units and sent back to the home agency. The host agency will be billed for the services.

Vehicle/Heavy Equipment Inspection Checklist, OF-296:

Complete the same as described in the Interagency Incident Business Management Handbook.

Procurement of Contractor Services

SD WFS will have separate contracts from the Federal Agencies. On State Fires, Contractors will be paid from the agreement they have with SD WFS. The contracts look very similar and the rate of payment will be the same as the regional rates, for that piece of equipment. SD WFS utilizes an agency specific form, as Fire Equipment Rental Agreement to sign up contractor services pre-season or at the fire incident. Persons trained to execute these agreements are Fire Management Officers, Dispatch Center Manager, clerical staff in district offices, and those trained in finance, such as Time Unit Leaders and Finance/Administration Section Chiefs.

On state fires, agreements initiated by SD WFS personnel need not be countersigned by Contracting Officers or Procurement Unit Leaders.

When writing Fire Equipment Rental Agreements on state fires, use the following address that is the office of payment and the ordering office:

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 04--Continued

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

SD Wildland Fire Suppression Division
Fire Business Accountant
4250 Fire Station Road – Suite 2
Rapid City, SD 57703-8714

During the completion of the Contractors section the EIN/SSN must be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification must be completed and attached to the agreement. Payment is not possible without a completed W-9.

Emergency Equipment Shift Tickets, OF-297:

Shift tickets are completed the same as in the Interagency Incident Business Management Handbook. Copies of the shift tickets must accompany the Fire Equipment Rental Agreement. Contractor is then responsible to submit an invoice for services performed, after the incident is over.

Miscellaneous Purchases:

SD WFS does not use Blanket Purchase Agreements, but has a large variety of charge accounts and preseason agreements set up in communities throughout the area to cover the needs of a fire incident.

Lodging and restaurant arrangements will be made through the Northern Great Plains Interagency Dispatch Center and the vendor will submit billing direct to the SD WFS office in Rapid City after service is provided. No tax or tips are to be added to these invoices.

Medical Claims:

On state fire assignments, SD WFS employees must complete a First Report of Injury Form. Forward completed forms to the State Office in Pierre, SD, for further processing, and keep a copy in the fire file. On federal fire assignments, SD WFS employees shall follow guidelines as outlined in the Interagency Incident Business Management Handbook, complete the SD First Report of Injury form and submit it within three days of injury to the Fire's Business Accountant.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 04--Continued

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

Agreements:

South Dakota National Guard. Shift hours for National Guard Liaison personnel, who will provide daily cost estimates to Finance Section, will document guardsmen. Request copy of agreement for specific information.

Department of Corrections (Inmate). There are approximately 100 trained inmates available for fire duty. Costs involved include: \$1,162 per 12-hour shift, for a 20-inmate crew. Cost per shift will be prorated when a full 12-hour shift is not completed and/or a 20-man crew is not provided. Guards are paid at regular State salary rates. Transportation, meals, lodging and medical costs incurred as a result of the incident are billed to the incident. Request copy of agreement for specific information.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 04--Continued

SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

Crew Time Report, AS-DCF100/95

South Dakota

AG-DCF100/96

**FIRE DEPARTMENT
CREW/EQUIPMENT TIME REPORT**

CREW NAME (VOL FIRE DEPT (1))

FIRE NAME (2)		FIRE NUMBER (3)			
4	5	6		7	
NAME OF EMPLOYEE	CLASSIFICATION	DATE		DATE	
		MILITARY TIME		MILITARY TIME	
		ON	OFF	ON	OFF
EQUIPMENT (8)	UNIT (9)	ON	OFF	ON	OFF
OFFICER IN CHARGE (SIGNATURE) (10)		TITLE OF OFFICER IN CHARGE (11)			
NAME (Person Posting to Emergency Time Report (12))				DATE (13)	

White Copy - To accompany the fire suppression cost statement to the South Dakota Division of Resource Conservation and Forestry.

Yellow Copy - Retain at the fire scene by agency responsible for the fire (State or Forest Service).

Pink Copy - Retain by the Fire Department.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 05

UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

This information is provided in summary as a general outline for the Utah Division of Forestry Fire and State Lands (UFFSL) incidents or employees. Utah state-owned resources are ordered and reimbursed as “assistance by hire” under terms of the Cooperative Fire Management Agreement and annual operating plans. These documents provide the authority allowing other states and Federal units to order and use UFFSL resources. State-owned resources provided to the USDA FS, USDI BLM, other States, and to Federal units not party to the Cooperative Fire Management Agreement will be billed by UFFSL through the USDA Forest Service, Fiscal and Public Safety, 8326 Federal Building, 125 South State Street, Salt Lake City UT 84138.

Employees of the state are paid through the state payroll system. UFFSL does not hire casual employees under the Federal Administratively Determined (AD) rates. Rates for equipment and daily cost estimates for crews are published in the Fire Wardens Field Manual.

UFFSL uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and finance kits.

For further information, contact the Fire Business Management Representative, Jane Martinez at 801-538-5555 ext 5427.

Ordering - Resources will be ordered through approved ordering channels of the dispatch system with properly assigned cost codes described in the National Mobilization Guide. UFFSL requires a copy of the resource order for each separate incident. State resources moving to a new incident under a previous dispatch will require a new resource order faxed to their home unit or provided to the individual resource. These orders must accompany billing to federal and other state agencies.

Personnel Timekeeping - UFFSL employees will complete the Emergency Firefighter Time Report, OF-288, and Crew Time Report SF-261 as described in the Interagency Incident Business Management Handbook.

Travel time does not have to be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hour's block, it is acceptable.

Entitlement - State employees are eligible for hazardous duty pay only for hours when: a) working an area within or adjacent to the perimeter of an uncontrolled wildfire; or b) flying in limited control flights which threaten or severely limit control of the aircraft. Hazardous duty

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 05--Continued

UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

hours need to be identified on the OF-288 with an “H” only for the time periods engaged in hazardous duty. (REF. NR-01-B-18)

State employees are eligible for administrative leave after long assignments as per State Policy REF. NR-01-B-17. Any administrative leave granted under this policy will be a direct charge to the fire or fires on which the work has been performed. Leave is typically charged to the last incident within a single dispatch.

Personnel assigned to incident cost codes other than wildfire suppression will be compensated for “on call” time of one paid hour for every 12 hours “on call” only if there is a written request by the host agency of an emergency response during off duty hours.

Procurement - Generally, UFFSL will operate within Interagency Incident Business Management Handbook guidelines and resources will be ordered through the IFC's. When resources are ordered outside the IFC system, it must be done in compliance with the Utah State Purchasing Policies and Procedures. Authorization must be documented with the purchase order issued by Area Manager.

Re-Supply - State owned resources and cooperators are not vendors or contractors, and will be provided re-supply of consumables and reimbursement of damaged or lost equipment. UFFSL resources should be re-supplied by the incident or through the incident local dispatch by resource ordering. Special order items and GSA items can receive a supply order number by the local dispatch and ordered by the state home unit or home unit IFC for re-supply with proper paper work (OF 315, OF 316). Reimbursement of non-GSA items must have approved resource order numbers and signed incident replacement documents. Property damage or loss claims, if not the responsibility of the fire, will be filed with Utah State Risk Management.

Compensation for Injury and Illness - State employees of Utah who file compensation claims will file with the Workers Compensation Fund of Utah, after the first initial medical care provided by the fire. Utah participates in established provisions of Agency Provided Medical Care.

Commissary - All state employees may purchase commissary, and it will be charged against the individual OF-288. Commissary purchases will be deducted from the bill sent to the host agency. All state employees will reimburse the state for commissary purchases upon returning to home base.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 05--Continued

UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

Equipment Use - Equipment provided by UFFSL is covered under a master Cooperative Fire Agreement. When UFFSL-owned vehicles and equipment are used on incidents (any jurisdiction), Emergency Equipment Rental Agreements are not to be used. Hourly computed rates and use for Emergency Equipment (Engines) may be recorded on the SF-261 along with the crews' time in lieu of Emergency Equipment Shift tickets (OF-297). Emergency Equipment use rates are published in FFSL Fire Warden's Field Manual.

Utah Division of Forestry Fire & State Lands (UFFSL) Resources - All UFFSL resources listed below (except Utah National Guard) are self supporting and available for nation-wide dispatch through Northern Utah Interagency Fire Center. These State of Utah resources bill their state employee time as one rate for all hours worked.

Lone Peak Hotshots - UFFSL sponsors an Interagency Hotshot Crew (IHC) that complies with the Interagency Hotshot Operations Guide. This nationally recognized IHC is listed in the National Mobilization Guide. The LPHS are available for 180 days.

Lone Peak Engines - UFFSL operates five (5) State of Utah Type VI wildland 4 WD engines. The engine crews are staffed with agency employees. Each engine crew is comprised of an NWCG qualified engine foreman and two qualified crewmembers. Each engine crew is available for local initial attack, national fire assignments, severity details, pre-positioning, prescribed fire and hazardous fuel reduction work. Engine resources are generally available for 210 days

Twin Peaks IA – UFFSL operates a NWCG qualified Type II - IA fire crew. The crew is available for local initial attack, national fire assignments, severity details, pre-positioning, prescribed fire and hazardous fuel reduction work. This crew has 180-day availability with some non-suppression capability on the shoulder months.

Utah Fire Academy Type II Crew – UFFSL employs and manages a 20-person fire crew through a Cooperative agreement with the Utah Fire and Rescue Academy. The crew is available for local response, national fire assignments, severity details, pre-positioning, prescribed fire and hazardous fuel reduction work. This crew has 90-day availability.

Utah National Guard - Orders are made through the State Fire Manager or their designee. National Guard personnel will be hired as state employees. A UFFSL representative will accompany all crews and aircraft resources.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 05--Continued

UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

Job Titles

The following job titles have been established for National Guard resources/personnel including rates:

Military Field Commander (Operation Section Chief)
Assistant Military Field Commander (Deputy Operation Section Chief)
Operations Officer (Division/Group Supervisor)
Operations – NCO (Strike Team Leader)
Heavy Equipment Operator (Dozer Operator)
Heavy Equipment Operator (Transport Driver)
Mechanic (Mechanic)
Truck Driver – 2 ½ Ton & larger (Truck driver)
Truck Driver – 1 ½ Ton & less (Truck Driver)
Aircraft Pilot
Aircraft Copilot/Navigator
Air Operations Director
Crew Chief
HEMMT Driver/Operator
Security Manager
Security Personnel (Armory)
Crew Boss
Squad Boss
Firefighter

The rate for the use of Utah National Guard Armories is **\$150.00/Day** (government rate). The fire, Interagency Fire Center or State Forestry Personnel to the local Armory Board, should pay these fees. The Armory Board is a non-profit organization that oversees the use of the Armory by non-National Guard organizations.

Fire Service Organization, City/County/Volunteer Fire Departments - UFFSL is to be the single hiring point for local fire department and county personnel and equipment. Through written agreement, city, county and volunteer fire departments' equipment and personnel can be mobilized through the local IFC. Many of these resources may be mobilized for out-of-state assignments.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 05--Continued

UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (UFFSL)

Salt Lake and Utah Counties have organized hand crews, which are available for nation-wide use. The following crews are available from the counties:

Salt Lake County - Operates two type II -IA crews. These crews are available for local initial attack, national fire assignments, severity details and pre-positioning. Suppression assignments are billed as one rate for all hours worked.

These crews are also available for prescribed fire, hazardous fuel reduction work, and other types of project work. For these assignments, agreements between the county and the user must be developed in advance.

Utah County - Operates one type II - IA crew. This crew is available for local initial attack, national fire assignments, severity details and pre-positioning. Suppression assignments are billed as one rate for all hours worked.

This crew is also available for prescribed fire, hazardous fuel reduction work, and other types of project work. For these assignments, agreements between the county and the user must be developed in advance.

These local and county resources should be treated as cooperators not vendors. All paperwork, re-supply, compensation for injury and illness, commissary, and other areas should be handled as if they were state resources. **All payments for these resources will be through the State of Utah.**

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 06

WYOMING
WYOMING STATE FORESTRY DIVISION (WSFD)

This information is presented in summary and will provide a general outline for WSFD procedures that differ from other agencies or the Interagency Incident Business Management Handbook. For further information, contact Ray Weidenhaft, Assistant State Forester – Fire Management in Cheyenne, WY, 307-777-7586, FAX 307-777-5986.

The WSFD uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. In addition, all state, county, volunteer fire service resources responding to any incident (private, state, federal) will have a copy of the “Mini Fire Mobilization Plan for Wyoming”, available from Assistant State Forester, Fire Management, WSFD, which contains the established procedures and rates.

The following additional methods apply when working on state or private land incidents or with state or county employees or volunteer firemen on federal land incidents.

Personnel Timekeeping - Rates for volunteer firemen and support personnel are “FF” rates described in Exhibit D of the “Mini Mobilizations Plan”. Rates for state and county employees will be their established rate in effect at the time of the incident. FF rates established are consistent with federal AD rates for the Rocky Mountain/Great Basin area.

For billing procedures, the original copy and the employee copy of the Emergency Firefighter Time Report (OF-288) will be sent home with federal, state, county, and volunteer firefighters. ONLY the employee copy will be sent home with casuals. The original computerized white Emergency Firefighter Time Report (OF-288) should be signed in other than black ink unless it is a pink original.

Entitlements - Volunteer firemen, state and county employees do not receive hazard pay.

For state, county, and volunteer firefighters, travel to the incident must be separated from working time by using a “T” in the hours block. This is necessary to determine the number of travel hours home that the firefighter is entitled.

State, county, and volunteer firefighters may purchase from the commissary. Charges must be recorded on the firefighter time report for payment purposes.

Restocking of equipment and supplies from the supply unit is allowed. For items that are not able to be filled at the supply or ground support unit upon demobilization, an “S” number shall be given in order for the item(s) to be purchased at the home unit.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 06

WYOMING
WYOMING STATE FORESTRY DIVISION (WSFD)

Procurement - Emergency Equipment Rental Agreements, OF-294:

On state land incidents, WSFD personnel may execute OF-294 agreements. On private land incidents, county wardens may execute OF-294 agreements. On state land incidents, agreements initiated by WSFD personnel do not have to be countersigned by Contracting Officers or Procurement Unit Leaders. The same is true on private land incidents when the county warden initiates agreements. On joint ownership incidents, the Unit Administrator Group will give direction.

When writing EERA's on state land incidents, use the following address for the "Ordering Office" which is also the office of payment:

Wyoming State Forestry Division
1100 W. 22nd Street
Cheyenne, WY 82002

When writing EERA's on private land incidents, use the local county fire warden's address. It can be found in the "Mini Mobilization Plan".

The Unit Administrator Group will give direction for EERA's on joint ownership incidents.

For agreement numbers on state land incidents, contact the local district forester to secure a block of numbers. For private land incidents contact the local county fire warden.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible.

When state, county, or volunteer fire department equipment is used on incidents (state, private, federal) do not prepare an EERA for them. The agreement and rates (Exhibits C, E & F) are in the "Mini Mobilization Plan". Shift tickets, fuel issues, and use invoices should be prepared for these units. The protecting agency will be billed for the services.

Emergency Equipment Use Invoice, OF-286 - Emergency Equipment Use Invoices will be utilized when hiring any equipment and for miscellaneous expenses. When completing the Emergency Equipment Use Invoice, the EIN/SSN number must be entered for payment processing as explained in the EERA instructions.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 06

WYOMING
WYOMING STATE FORESTRY DIVISION (WSFD)

On state land incidents, enter the Cheyenne address in the Administrative Office For Payment block. For private land incidents, enter the local county or fire district address in the block. For joint ownership incidents, the Unit Administrator Group will give direction.

As mentioned previously, the rates to be used for state, county or volunteer fire department equipment is found in the “Mini Mobilization Plan”.

Procedures for the OF-286 invoices at the end of the incident are to ensure all deductions for fuel and oil and repairs are posted and the documents are signed and completed. For all state, county, and volunteer fire department invoices, the finance copy and contractor copy are sent home with the equipment for billing purposes.

Miscellaneous Purchases - The OF-286 can be used for miscellaneous expenses in the same manner as hiring equipment. WSFD and counties do not use Blanket Purchase Agreements, but have a large variety of charge accounts set up in communities throughout the state.

As bills for meals, lodging, fuel or other supplies are turned in to finance an OF-286 is prepared. These can be documented by each transaction or daily. Remember do not include sales tax. It can be taken off in the deductions section if tax has been added to the bill.

Copies of the vendor's itemized invoice showing name, address, date, incident name, and total amount due, must be attached to the OF-286. The person making the purchase must sign the vendor invoices. A maximum 15 percent gratuity may be included on meal invoices (except sack and “to go” lunches).

Agency Provided Medical Care - APMC will be provided on state and private land incidents as outlined in the Interagency Incident Business Management Handbook.

Complete all forms as described in this Handbook. In addition, on state and private land incidents a "Wyoming Report of Occupational Injury or Disease" must be completed on all non-federal personnel.

Obtain this form through the local district forester or county fire warden and turn it in to the district forester or county warden as soon as possible for further processing.

State, county, and volunteer firefighters are covered by federal agency provided medical care and federal workers compensation while on a federal incident.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 06

WYOMING
WYOMING STATE FORESTRY DIVISION (WSFD)

Inmate Hand Crews (Smokebusters) (Fire Wranglers) - The Wyoming State Forestry Division operates a forestry/firefighting program at the Wyoming Honor Conservation Camp in Newcastle, Wyoming (the Smokebusters) and the Wyoming Honor Farm in Riverton, Wyoming (the Fire Wranglers). They have approximately 70 NWCG trained inmates who can be dispatched to both wildland and prescribed fires within the state. They can also be dispatched to wildland fires in the Black Hills of South Dakota.

These crews are configured as 5 to 7 man squads with a red-carded crew boss from the State Forestry Division. In some instances a Department of Corrections officer will be sent along with the 20 man crews.

In lieu of a correctional officer, the crew supervisors will be responsible for the inmate crew's needs before, during, and after shift. This may cause the supervisors to claim work hours in excess of the 2:1 work/rest ratio. The supervisors "in camp" work hours should not be counted against the work/rest ratio. All costs and other policy regarding these crews can be found in the "Fire Mobilization Plan".

The Smokebusters are dispatched through the Casper Interagency Dispatch Center, located in Casper, Wyoming. The Fire Wranglers are dispatched through the Cody Interagency Dispatch Center, located in Cody, Wyoming.

National Guard Units - The Wyoming National Guard has agreements for both suppression and support incident resources with the State Forestry Division for the State and private land ownership incidents and with the USDA Forest Service for federal land ownership incidents. These agreements cover costs and policy for the dispatched resources.

The Guard is dispatched through the State Emergency Management Coordinator in Cheyenne. Available fire resources include: ground transportation, kitchen/food unit, shower unit, Blackhawk helicopter with bucket, type 2 hand crews, and MAFFS unit. When ordered, a liaison from the Guard will accompany the ordered resources.

When the Governor declares the incident area or State a disaster area, the Guard will go to active duty status and will receive active duty pay.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 07

AGENCY SPECIFIC CONTACTS

If there are questions regarding agency specific business management issues contact:

Idaho Department of Lands – Debbie Godfrey, Bureau of Fire Management 3780 Industrial Avenue South, Coeur D’Alene, Idaho 83815. Phone (208)666-8639, Cell (208) 755-9963, FAX (208) 769-1524. Email: dgodfrey@idl.state.id.us.

Utah Division of Forestry & Fire - Jane Martinez, Fire Business Management Specialist, 1594 W. North Temple, Suite 3520, Salt Lake City, UT 84114. Phone (801) 538-5485, Cell (801) 541-6764, FAX (801) 533-4111. Email: janemartinez@utah.gov.

South Dakota Wildland Fire Suppression Division – Brenda Even, 4250 Fire Station Rd – Suite 2, Rapid City, SD 57703. Phone (605) 394-8115, FAX: (605) 393-8044. Email: Brenda.even@state.sd.us.

Rapid City Fire Department – Denise Rossum, Fire Department Representative, 10 Main, Rapid City, SD 57701. Phone (605) 394-4180, FAX: (605) 394-6754. Email: denise.rossum@ci.rapid-city.sd.us.

Nevada Division of Forestry – Kelli Baratti, Nevada Division of Forestry, 2525 S. Carson Street, Carson City, NV 89701. Phone (775) 684-2516, Cell (775) 720-2401, FAX (775) 687-1159. Email: kbaratti@forestry.nv.gov.

Colorado State Forest Service – Janell K.H. Ray, Fire Division, 203 Forestry Bldg, Colorado State University, 5060 Campus Delivery, Fort Collins, CO 80523-5060. Phone (970) 491-1063, Cell (970) 222-0367, FAX: (970) 491-7736. Email: janell.ray@colostate.edu.

Wyoming State Forestry – Lynda Berckefeldt, 1100 W. 22nd Street, Cheyenne, WY 82002-0600. Phone (307) 777-6549, Cell (307) 631-1025, FAX (307) 777-5986. Email: lberck@state.wy.us

US Fish & Wildlife Service - CGS – Vacant, 134 Union Boulevard, Lakewood, CO 80228. Phone (303) 236-4323, FAX (303) 236-4791. Email:.

NPS - Intermountain Region – Christine Peters, 12795 West Alameda, Lakewood, CO 80228. Phone (303) 969-2948, FAX (303) 969-2037. Email: christine_peters@nps.gov.

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – COOPERATIVE RELATIONS**

51.7 - Exhibit 07--Continued

AGENCY SPECIFIC CONTACTS

Bureau of Land Management - Kermit Johnson, Wyoming State Office, 5353 Yellowstone, P.O. Box 1828, Cheyenne, WY 82003. Phone (307) 775-6086, Cell (307) 631-2831, FAX (307) 775-6317. Email: Kermit_Johnson@blm.gov

US Forest Service - Vacant, Incident Business Management Specialist, Intermountain Region, 324 25th Street, Ogden, UT 84401. Phone (801) 625-5805, FAX (801) 625-5594. Email:.

US Forest Service – Sue Muir-Bradshaw, Incident Business Management Specialist, Rocky Mountain Region, 740 Simms, Golden, CO 80401. Phone (303) 275-5316, Cell (303) 378-0785, FAX (303) 275-5366. Email: smuir@fs.fed.us.

US Forest Service – Diana Patera, Buying Team Coordinator, Rocky Mountain Region, 740 Simms, Golden, CO 80401. Phone (303) 275-5288, cell: (303) 601-0968, FAX (303) 275-5453. Email: dpatera@fs.fed.us.

Bureau of Indian Affairs – Jessie Poire, Fire Business Representative, Wind River Agency, P.O. Box 158, Ft. Washakie, WY 82514. Phone (307) 332-4575, FAX (307) 332-4578. Email: Jessie_Poire@BIA.gov.